

STONEHAM REGISTRATION AND RESIDENCY POLICY

Registration

In order to register and attend the Stoneham Public Schools, a student must actually reside in the Town of Stoneham with a parent/legal guardian. "Residency" is defined as the place where a person has his/her permanent home, i.e., "the place where a person dwells and which is the center of his domestic, social and civil life."¹For minor children, the legal residency is presumed to be the legal residence of the parent(s) or legal guardian(s) who has physical custody of the minor child.

Students who are visiting Stoneham are not eligible to attend the Stoneham Public Schools.

Please read below and provide documents as indicated:

1. Proof of Age (Original Birth Certificate or Passport)
2. Proof of Immunization (Medical/Health Record)
3. SPS Registration Form(s)
4. Proof of Residency/Occupancy (see Proof of Residency/Occupancy Documents Required for Registration – page 2)
5. **Joint Physical Custody**

In cases of separation or divorce, physical custody agreements must be presented to the district school. Documentation must establish the student's residence is in Stoneham.

Residency Requirements

The Stoneham Public Schools reserves the right to request proof of residency/occupancy when students are initially enrolled. The types of documents requested as proof of residency/occupancy are listed on page 2. Stoneham Public Schools also reserves the right to verify residency at the time of enrollment and during the academic school year. Since family situations can change, the Stoneham Public Schools reserves the right to request additional, updated information when warranted.

The Assistant Superintendent may initiate an investigation in conjunction with the School Resource Officer, including, but not limited to, a home visit to verify residency. If a student is found not to be actually residing in the Town of Stoneham, the student will need to enroll in the school district of the city/town where he/she actually resides. Factors that may trigger an investigation include, but are not limited to, the following: changes in residency not reported immediately to the school where the student is enrolled; mail returned to the school; incomplete or contradictory proofs of residency; or anonymous calls reporting suspected residency violations.

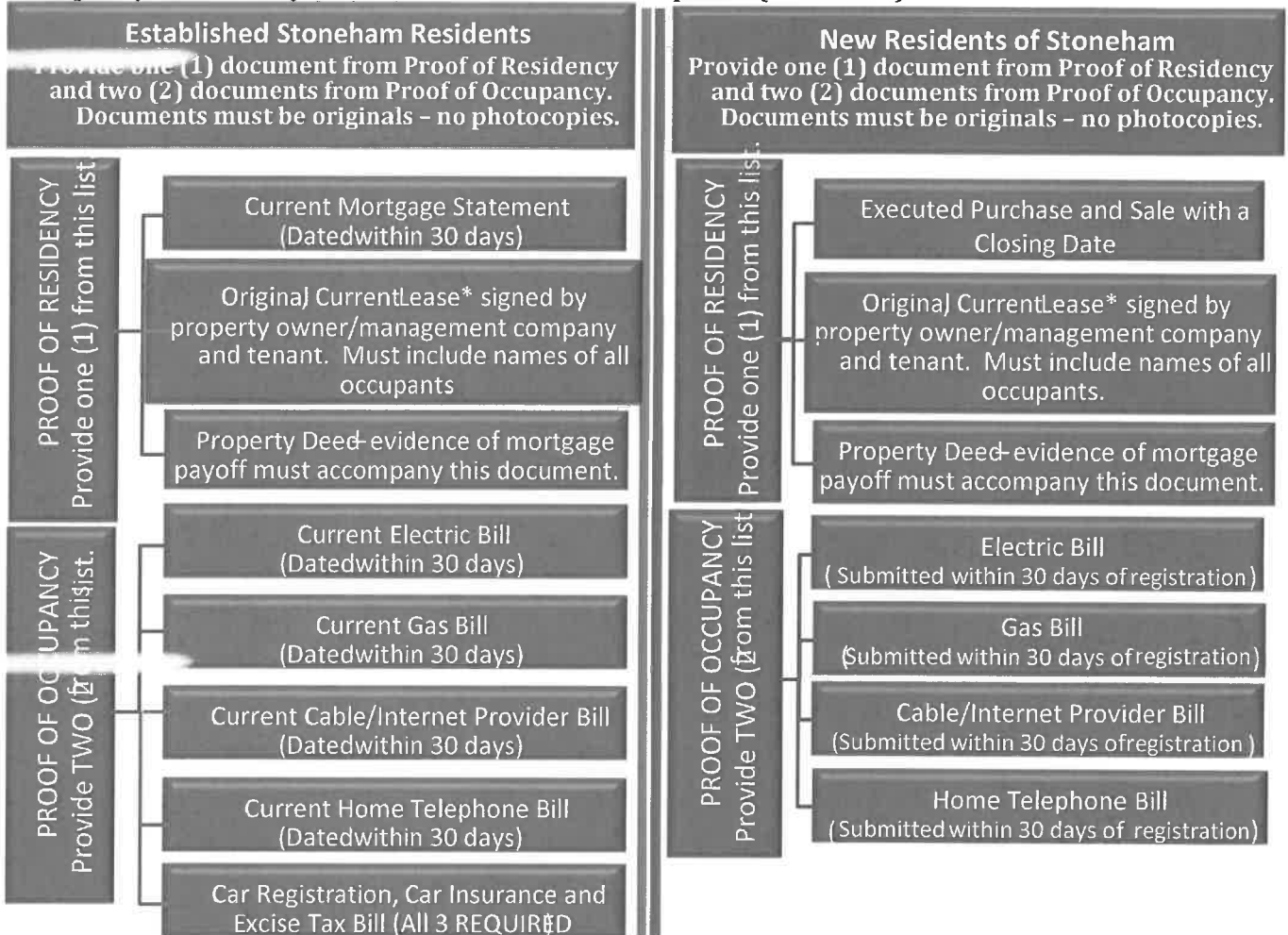
Families found to be in violation of these requirements will face strict penalties, including, but not limited to, immediate unenrollment from school; per diem charges for the education and related services accessed as a non-resident which are based on the per pupil cost to the district; and possible legal action.

The following documents will be required as a proof of a physical address in Stoneham when new students are registered. P. O. Boxes will not be accepted with the exception of documented court related reasons.

¹ See Teel v. Hamilton-Wenham Regional School District, 13 Mass. App. Ct. 345, 348 (1982)

PROOF OF RESIDENCY/OCCUPANCY DOCUMENTS REQUIRED FOR REGISTRATION IN THE STONEHAM PUBLIC SCHOOLS

Below please find the required proof of residency and occupancy documents necessary for registration of all students. For families who do not have acceptable proof of residency and proof of occupancy, **Residency Certification Forms** are required (see below).



RESIDENCY CERTIFICATION FORMS	<p>Required for established/new residents who do not have acceptable documentation of both Proof of Residency and Proof of Occupancy as detailed above & also for the following residency categories:</p> <ul style="list-style-type: none"> Tenant-At-Will Rental of Rooms in a Stoneham Residence Living with Family/Friends Live-in Employment e.g., Nanny, Caretaker, etc. Student Over Age 18 Living with Family/Friends <p>A HOME VISIT WILL BE CONDUCTED AT AN UNSCHEDULED DATE/TIME.</p>
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*Original, current lease must accompany all addendums for extending lease Terms.
 Letters from property owners will not be accepted in lieu of a lease.

Source	M.G.L. Chapter 76
First Reading	February 7 th , 2019
Second Reading	
Adopted	
Policy Cross Reference	9-16 9-17
Related Resources	SPS Registration Packet

Parent(s)/Guardian(s) Residency Certification Requirements and Forms

These forms are required for established/new residents who do not have acceptable documentation of both Proof of Residency and Proof of Occupancy and for the following residency categories:

- Tenant-At-Will
- Living with Family/Friends
- Rental of a Room in a Stoneham Residence
- Live-in Employment e.g., Nanny, Caretaker, etc.

A HOME VISIT WILL BE CONDUCTED AT AN UNSCHEDULED DATE/TIME.

In order to attend the Stoneham Public Schools, a student must actually reside in the Town of Stoneham. The residence of a minor child is presumed to be the legal, primary residence of the parent(s) or guardian(s) who have physical custody of the child.

In determining residency, Stoneham Public Schools reserves the right to request a variety of documentation and to conduct an investigation into where a student actually resides. Those families who cannot provide requested proof of residency will be referred for a residency check by the Stoneham Police Department, School Resource Officer. Because residency can, and does, change for students and their families during the course of the academic year, we may continue to verify residency after the commencement of classes and we may act upon anonymous tips received to conduct a residency verification investigation. It is also the responsibility of parent(s)/guardian(s) to notify school personnel immediately if a change in residency occurs. In addition to parent/guardian information, we also require information from the owner of the property and the resident(s) in shared tenancy where a family currently resides.

Families found to be in violation of the residency guidelines will face strict penalties, including, but not limited to, immediate unenrollment from school; per diem fines for the education and related services accessed as a non-resident which are based on the per pupil cost to the district; and possible legal action.

Directions:

1. **Parent/Guardian Form** – the Parent(s)/Guardian(s) must complete all information and have the form notarized.
2. **Shared Tenancy Form** – If the family is residing with a tenant and not the property owner, the person whose name appears on the lease agreement must complete all information and have the form notarized.
3. **Property Owner Pre-registration Certification Form** – The owner of the property must complete all information and have the form notarized.
4. **Bring the original documents, completed and notarized**, to the school office where student(s) is/are to be registered or to the Stoneham Public Schools Superintendent's Office, 149 Franklin St. Stoneham, MA (office inside SHS).

SPS Rev. 2019

Parent(s)/Guardian(s) Residency Certification

Parent(s)/Guardian(s) Residency Certification Form

Parent(s)/Guardian(s) Information

Name	Relationship to Student
Current Address	
Expected Dates of Residency at Current Address	Home Phone
Cell Phone	Email Address
Do you pay utility bills (gas, electric, cable/internet) at this address? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes , please provide two current utility bills dated within thirty (30) days.	
Previous Address	Country
Employer	Work Phone
Do you own a motor vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, is the motor vehicle registered in the Town of Stoneham? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, please explain _____	

I have legal custody of the following children who will reside with me at the above address:

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

Name	Date of Birth
Previous School	
Grade Level Completed	Date of Withdrawal

1. The parent(s)/guardian(s) and student(s) keep(s) their personal possessions at the address listed in this certification.

Yes No If No, please explain

2. The parent(s)/guardian(s) and student(s) return(s) to the address listed in this certification at the end of each school day and spend(s) the evening/night.

Yes No If No, please explain

3. The parent(s)/guardian(s) and student(s) receive(s) his/her mail at the address listed in this certification.

Yes No If No, please explain _____

4. The parent(s)/guardian(s) and student(s) stay(s) at the address listed in this certification over weekends, holidays, and vacation periods.

Yes No If No, please explain _____

For Students in Grades 9 - 12

5. Does the student own a motor vehicle?

Yes No

6. If Yes, is the motor vehicle registered in the City of Stoneham?

Yes No If no, please explain _____

I have read and understand the registration and residency requirements for school entrance and the submission of Registration Certification Forms. I am aware that a home visit will be conducted at an unscheduled time. It is my obligation to inform my child's school if there is a change in the residency of my family or guardianship of my child.

I swear under pains and penalties of perjury that the answers above are true and accurate.

Signature of Parent/Guardian Date

COMMONWEALTH OF MASSACHUSETTS, MIDDLESEX, SS.

Commonwealth of Massachusetts County of _____

On this ____ day of _____, 20____

(_____), personally appeared before me, the undersigned notary public, and proved through satisfactory evidence of identification, which were _____,

to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public My Commission Expires

(Please print or stamp name) Notary Seal

Shared Tenancy Residency Certification Form

***In addition to the information below, please provide a copy of your lease signed by yourself and property owner/management company and two current utility bills dated within 30 days.**

Tenant Information

Name		Relationship to Family
Address		
Home Phone	Cell Phone	Email Address

I am the tenant living at _____, Stoneham, MA and acknowledge that the following persons will be residing with me at the above address and the minor children will be registering for school in Stoneham:

Name of Parent(s)/Guardian(s) _____

Home Phone	Cell Phone	Email Address
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Please list all minor children living with the Parent(s)/Guardian(s) listed above.

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

Expected dates of residency for this family at the address listed above:

From:	To:
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I swear under pains and penalties of perjury that the answers above are true and accurate. I understand that it is my obligation to inform the Stoneham Public Schools if there is a change in the residency of this family.

Signature of Tenant

Date

COMMONWEALTH OF MASSACHUSETTS, MIDDLESEX, SS.

Commonwealth of Massachusetts County of _____

On this ____ day of _____, 20____,

Personally appeared before me, the undersigned notary public, and proved through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires

(Please print or stamp name)

Notary Seal

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Parent(s)/Guardian(s) Residency Certification

Property Owner Residency Certification Form

Property Owner Information

Name _____ Relationship to Family _____

Address _____

Home Phone _____ Cell Phone _____ Email Address _____

I am the owner of the property at _____, Stoneham, MA and

acknowledge that the following persons will be residing at the above address and the minor children will be registering for school in Stoneham:

Name of Parent(s)/Guardian(s)		
Home Phone	Cell Phone	Email Address

Please list all minor children living with the Parent(s)/Guardian(s) listed above.

Name	Date of Birth
Name	Date of Birth
Name	Date of Birth
Name	Date of Birth

Expected dates of residency for this family at the address listed above:

From:	To:
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I swear under pains and penalties of perjury that the answers above are true and accurate. I understand that it is my obligation to inform the Stoneham Public Schools if there is a change in the residency of this family.

Signature of Property Owner

Date

COMMONWEALTH OF MASSACHUSETTS, MIDDLESEX, SS.

Commonwealth of Massachusetts County of _____

On this ____ day of _____, 20____, _____

Personally appeared before me, the undersigned notary public, and proved through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

Notary Public

My Commission Expires

(Please print or stamp name)

Notary Seal

SPS Rev. 2019

Parent(s)/Guardian(s) Residency Certification